STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MOLLY M. SPEARMAN
STATE SUPERINTENDENT OF EDUCATION

MEMORANDUM

TO: District Superintendents
District Test Coordinators

FROM: Elizabeth Jones, Director
Office of Assessment

DATE: December 1, 2015

RE: ACT WorkKeys® Online Option, 2015–16

ACT WorkKeys® is available for 2015–16 in both online and paper/pencil format. Within a school district, each school may choose whether to test online or through paper/pencil; however, all students in the school must test with the same format, with one exception. If a school chooses online testing, students in that school needing accommodations may test with paper/pencil, if needed, as specified in their Individualized Education Program (IEP), 504 Accommodations Plan, or ELL Accommodations Plan.

The following information should be considered when determining whether to test online.

- In order to participate in online testing, districts will be required to sign an agreement with ACT, Inc., concerning liability if a test is compromised. The WorkKeys software does not contain a lockdown application for 2015–16 that will prevent a user from accessing other software during the testing session. Therefore, a student could potentially access other applications (e.g., the Internet or a camera) that may provide assistance in responding to test items or compromise the security of the test form. To avoid this, test administrators and monitors will need to closely monitor students during online testing, as ACT, Inc. could hold districts financially liable if a test form is compromised in their district.

- The ACT WorkKeys online testing platform will be replaced after spring 2016 testing.

- Test manuals and reference information for online testing will be available on the ACT website only. If printed copies are desired, the district, school, or test administrators will be responsible for printing these documents.

- Electronic score reports will be provided for students that test online. If paper copies are desired, the school or district will be responsible for the printing.

ACT, Inc. will provide additional information regarding online testing, including technical requirements, manuals, and reference information. Districts and schools will have an opportunity to review this information before a decision is required.

If you have questions for the Department regarding ACT WorkKeys®, please contact Kevin Fatica in the Office of Assessment, at kjfatica@ed.sc.gov or (803) 734-8282.